



# Town of Westminster

MASSACHUSETTS 01473  
FROM THE OFFICE OF THE  
**PLANNING BOARD**  
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Jon Wyman - Chairman, Marie N. Auger - Vice Chair, M. Donald Barry Michael Fortin

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## MINUTES OF REGULAR MEETING

Thursday, March 25, 2014

Room 222, Town Hall

Attendees: Marie Auger, Mike Fortin, Don Barry, Town Planner Stephen Wallace

Absent: Jon Wyman

Additional Attendees: Mr. Paul R. Brown, Mr. Amie Denault, Mr. Frank A. DeSorbo, Mr. Gary Litchfield/Village at Old Mill, Mr. Scott Ryder.

7:00 p.m.

Marie opened the Planning Board meeting and informed those present the meeting was being audio recorded.

7:00p.m. *Minutes*

Don made a motion to approve the March 06, 2014 minutes. Seconded Mike. The PB voted AIF to accept the minutes.

7:01p.m. *Village at Old Mill Subdivision – Westminster Properties LLC, discussion regarding outstanding items.*

Stephen noted that in October, the DPW had asked the bond amount be reviewed for VaOM. Tetra Tech has completed a bond analysis, and after review with the owner, DPW, Tetra Tech and Stephen, all have agreed that the bond currently in place is sufficient to cover the remaining work to be done. Stephen noted that both he, the PB and DPW would like to see the remaining work completed sooner than later. Work on the subdivision has been in progress since 2004. Future requests for any extensions to the subdivision permit will rely on an aggressive completed work schedule by the owner. The owner, Mr. Gary Litchfield, stated they will be working this year on the road(s) and hope to have the following work completed October: Finish pave Kimberly and 200 feet each way onto Old Mill Circle including completion of the sidewalks in those areas. That would complete 35-40% of the road work. Mr. Litchfield noted that they have two year from November 2014 remaining on the existing subdivision permit. There are 68 total lots with 16 completed and a couple lots reserved at this point. New lots for sale are on Old Mill Circle. Heritage will be the last phase of completion.

7:14p.m. *Planning Board liaison report.*

Mike told the PB that all draft chapters of the Master Plan have been completed and will be online by weeks end. The MP committee will present the Master Plan and will ask residents to vote approval of the plan at the Fall Town Meeting. Stephen noted the Implementation Plan still needed to be completed.

Stephen noted a meeting of the Wachusett Station Smart Growth Committee would be held at CAN-AM Machinery in Fitchburg this Thursday at noon.

Stephen noted that he, Jon and Mike attended the Citizen Planner Training at Holy Cross.

Stephen noted there will be a Downtown Design Workshop on Saturday April 12th at the Library assisted by UMass Amherst Graduated Students working under the auspices of Dr. John Mullen. The workshop will serve to guide the future Village District zoning design standards and guide future Main Street road improvements.

Stephen noted there is a recommendation in the Master Plan to have the Town petition to take over a section of Main Street from South Street to the West Main Street split.

*Discussion Items*

7:29p.m. *Town Planner monthly report.*

Stephen told the PB the latest BOS memo is included as part of the package. and for re had been a conference call to discuss Rebanna Road. Town Council will call their attorney to discuss the results of that February 27th meeting.

7:28p.m. *Adjourn.*

Don made a motion to adjourn. Mike seconded.

2 Pages of Minutes  
Respectfully submitted,  
Michael Fortin

3 Attachments :

- 1) Tetra Tech Memorandum to Town Planner Re: The Village at Old Mill dated March 11, 2014 2 pages.
- 2) Tetra Tech Rizzo Letter of Transmittal Town Planner Re: Village at Old Mill dated 06/03/08 3 pages.
- 3) Town Planner Update of Work Program to BOS dated March 17, 2014. 2 pages.